

DEPARTMENT OF TRANSPORTATION

P.O. BOX 23660
OAKLAND, CA 94623-0660



*Flex your power!
Be energy efficient.*

September 6, 2006

Re: Federal-Aid Project Development (Course I)

As part of our enhanced services, we continue to provide training classes designed to familiarize participants with the federal requirements for project development and administration.

Getting your Federal Aid Project Started is a one-day seminar, which provides an overview of the FHWA and Caltrans procedural requirement as described in the Local Assistance Procedures Manual (LAPM) and the California Transportation Commission's State Transportation Improvement Program (STIP) guidelines. The course has been thoroughly revised to reflect recent changes in the LAPM.

Attention will be focused on helping local agencies respond to the Governor's "use it or lose it" policy on project delivery. Those who supervise or work directly with federally funded transportation projects are encouraged to attend. If possible, candidates should be actively involved in projects under current development.

The course is funded through the Cooperative Training Assistance Program, and there is no fee for local agency staff.

The class will be held on **November 8, 2006** from 08:00 am to 04:30 pm at the Caltrans District Office - Park View Room at 111 Grand Avenue in Oakland.

Please mail, fax or E-mail (Jose_Reyes@dot.ca.gov) a copy of the attached enrollment form by **November 1, 2006**

If you have any questions, please contact Mr. Jose Reyes at (510) 286-5233

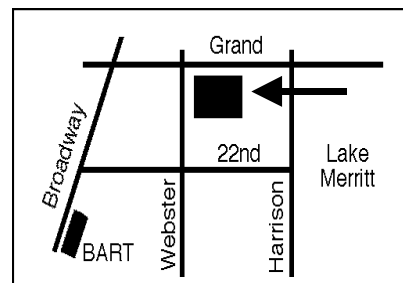
Sincerely,

Muhaned Aljabiry, Chief
Office of Local Assistance

**GETTING YOUR FEDERAL AID PROJECT STARTED
ENROLLMENT FORM**

Date : **November 8, 2006**
(08:00 am – 04:30 pm)

Location: Park View Room
Caltrans District Office
111 Grand Avenue
Oakland, CA 94612



Topics Include: Overview of LAPM content; helpful Caltrans and RTPA resources; steps required to deliver projects using Federal funds; roles and responsibilities of state, local and federal agencies in project delivery; field review requirements; environmental requirements; project authorizations and agreements; consultant selection; STIP procedures and reimbursement and invoices.

What will you learn? Students will gain an overview of the procedural steps in the delivery of Federal aid projects. They will learn what they need to do to satisfy Federal and State requirements, including how to locate, complete, and gain approvals on project documentation, and where to get help with the process.

Contact: Jose Reyes (510) 286-5233; FAX: (510) 286-5240

E-Mail: Jose_Reyes@dot.ca.gov

Enroll By: **November 1, 2006**

Mail enrollment to: Office of Local Assistance, Caltrans District Office,
P. O. Box 23660, Oakland, CA 94623-0660

Enrollment Form

Agency: _____

	Name	Phone/Fax	E-Mail/Address
1)	_____	_____	_____
2)	_____	_____	_____

Individuals who require special accommodation (American sign Language interpreter, accessible seating, documentation in alternate formats, etc.) are requested to contact Mr. Jose Reyes, District 4 Local Assistance Training Coordinator, at (510) 286-5233 as early as possible prior to the scheduled training class. TDD users may contact the California Relay Service TDD line at 1-800-735-2929 or Voice Line 1-800-735-2922